

Tips for Teens

How to Get *and* Keep a Job



Why get a job?

- Earn money
- Develop skills and experience
- Meet new people
- Have fun

The mission of the Utah Department of Workforce Services is to provide quality, accessible and comprehensive employment-related and supportive services responsive to the needs of employers, job seekers, and the community.



Department of Workforce Services

jobs.utah.gov

Utah!
Where ideas connect



Where To Look For Job Openings

Where do you start?



Make a Plan:

Evaluate your skills and interests. Sit down and spend some time thinking about what you are interested in doing. What kind of work sounds like fun? Then make a list of the skills you have to offer an employer. Remember that even without prior work experience, you have skills, talents and natural abilities. The key is to recognize what your skills are and how to express them. Odd jobs, baby-sitting, chores and volunteer work are all examples of relevant work experience.

Networking – Tell everyone you know that you are looking for a job. Most job openings are never advertised and are filled by a word-of-mouth referral.

Employment Centers – Department of Workforce Services Employment Centers provide excellent help for finding a job and providing other resources for your job search.

Businesses – Is there a company or business where you would like to work? Contact an employer directly. Talk with the person who would supervise you even if they are not currently hiring. Some employers keep applications on file for future openings.

Government – Federal, state, and local government offices list a wide range of jobs. Programs for youth, such as internships, are targeted to help teens get started in the workforce.

Newspapers – Classified “Help Wanted” ads list various job openings.

Internet – Check on-line listings and business websites. Many employers advertise openings only on-line. Check out jobs.utah.gov

Schools – Counseling offices may have employment opportunity information. Some schools have job fairs.

Be responsible

*Rise and Shine
Be on Time!*



Filling Out an Application

For almost any job, you will have to complete an application. Each application is a bit different, but the type of information is fairly standard. Employers want to know about your:

Personal History – who you are and where you live

Education – school, training, licenses

Work Experience – including volunteer work

References – someone who knows you and your work skills

Tips for completing an application:

- Read over the entire application before you begin writing.
- Follow the instructions.
- Print neatly using ink. Have two copies of the application, or make a copy so you can use one for a draft version and one as the perfect version.
- Fill in every blank or write “N/A” (not applicable).
- Be honest and don’t stretch the truth.
- Ask permission before listing someone as a reference.
- Remember – how you complete an application shows an employer how well you follow directions and complete tasks.

Be Hardworking

*Go the Extra Mile &
Make your Boss Smile!*



How to Prepare for Your interview

Neat appearance and be on time!

You will probably have an interview of some sort. It may be a formal interview with a specific list of questions you must answer, or it may be a friendly get-to-know-you conversation. Whatever the setting, consider it a part of the screening process and take it seriously. One suggestion is to dress one step above what you would typically wear on the job.

Appropriate dress:

- Dress for the job you are applying for
- No hats, jeans, or T-shirts
- Check buttons and zippers
- Dress simply and in good taste, no fads
- Clean, wrinkle-free clothes, polished shoes
- Clothes in good repair
- No sunglasses
- Cover body jewelry and tatoos

Good Grooming:

- Hair clean and neatly combed/brushed
- No body odor
- Brushed teeth
- Clean shaven for males
- Makeup not overdone
- Clean nails and hands
- No gum chewing

Good Posture:

- Sit up straight
- Pleasant expression
- Alert
- Interested

Be Dependable

*Be Dependable &
You Won't Be Expendable*



How to Edge Out the Competition

Start early. If you're looking for a summer job, impress an employer by contacting them early in the spring about summer employment.

Write a resume. A complete resume will help you fill out applications.

Looks Count. It's not necessary to wear a suit or dress to every interview, but your clothing should be clean and appropriate for the company. You should be well groomed. Make sure the employer can focus on your work assets and skills rather than be distracted by hair color, body jewelry, etc.

Be on time. Your most important work trait to an employer is dependability. When you have an interview, make sure you arrive on time.

Be enthusiastic and interested in the job. Ask questions. If you show the employer that you are interested in the job and not just the money, you are more likely to get an offer.

Know about the job. Have an idea about what the job entails so you can say why you want it and why you would be good at it.

Have a Good Attitude

A Smile a Day Brings in the Pay!



Congratulations - You have a new job!

Here are some tips on how to keep it:

- Be on time, every day
- Work hard and complete your assignments
- Listen carefully to instructions and ask questions if you don't understand
- Keep your eyes and ears open - watch and learn
- Show initiative
- Keep a positive attitude
- Be willing to accept constructive criticism
- Call in if you are sick, or make arrangements in advance if you know you need to miss work
- Be polite and show a sense of humor

A Young Person's Quick Guide to Employee Rights and Laws

- Minimum wage is \$5.15 per hour.
- Your employer may not deduct from your wages for break-age, cash shortages, tools and uniforms. Some exceptions are allowed.
- Employers must pay you regularly, either weekly, every other week, or monthly. You must be given a statement listing any deductions from your paycheck, such as taxes, etc.
- In most jobs, you must be given at least a 30 minute unpaid meal period after five hours of working. In most jobs you are also entitled to a 10 minute paid break every four hours.
- If you are fired or laid off, your employer must immediately pay you all the wages you have earned. If you quit or resign, your final paycheck should be paid on the next regular payday.
- You have the right to a safe workplace. You can't be required to perform dangerous jobs. Contact the Labor Commission Office (laborcommission.utah.gov) to find out which jobs you are NOT allowed to do if you are under 18 years of age.
- If your employer calls you into work but has no work for you when you arrive and ends up sending you home, your employer is only required to pay you for the actual hours you were required to be present and/or working.
- The minimum age for employment in most industries is 14 years of age. Youth 14 and 15 may work outside school hours in various non-manufacturing, non-mining and non-hazardous jobs. 18 year olds may work in any job for unlimited hours.

Contact Tracker

Company: _____ Date: _____

Contact: _____ Phone #: _____

Result: _____

Follow-up: _____

Company: _____ Date: _____

Contact: _____ Phone #: _____

Result: _____

Follow-up: _____

Company: _____ Date: _____

Contact: _____ Phone #: _____

Result: _____

Follow-up: _____

Company: _____ Date: _____

Contact: _____ Phone #: _____

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Result: _____

Follow-up: _____



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